The Katherine Delmar Burke School requires members of its Board of Trustees, its administrators, faculty and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Trustees and employees of the School must fulfill their responsibilities with honesty and integrity, and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable trustees, employees and other members of the School community to raise serious concerns so that the School can address and correct inappropriate conduct and actions promptly. It is the responsibility of all Trustees, employees and volunteers to report concerns about suspected violations of law or regulations that govern the School’s operations, questionable or improper accounting or auditing matters, or the failure of any trustee, employee or volunteer of the School to perform his or her duties honestly and with integrity.

No Retaliation

It is contrary to the values of the School for anyone to retaliate against any member of the School community who in good faith reports a matter in accordance with this Whistleblower Policy. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Anyone who believes they have been subject to retaliation for reporting a concern, should immediately inform the Head of School or the Chair of the Board of Trustees.

Reporting Procedure

Any member of the School community, including trustees, employees, volunteers and parents, who has a concern regarding suspected violations of law or regulations that govern the School’s operations, financial improprieties or fraud (including accounting and auditing matters), or the failure of any trustee, employee or volunteer of the School to perform his or her duties honestly and with integrity, should follow one of the following procedures:

1. **Head of School:** A person wishing to raise a concern should contact the Head of School, by telephone [(415) 751-0177, ext. 201], email [michele@kdbs.org], or in person, to submit the concern.

2. **Board President or Executive Committee member:** If the concern involves the Head of School or a trustee, or if the person reporting the matter is not comfortable contacting the Head of School, the concern should be submitted to the President of the Board of Trustees or another a member of the Executive Committee. The Board President can be reached at nel@ellca.com, and other members of the Executive Committee can be reached at kfullerton@spencerstuart.com; jwalcott@gmail.com; aedollard@gmail.com; stephjonesbailey@gmail.com; colby.x.clark@gmail.com; and annehrobinson@hotmail.com.

3. **Audit Committee:** If the concern involves financial improprieties or fraud, the concern should be submitted to the Chair of the Audit Committee of the Board of Trustees at venkreddy@gmail.com.

Complaints may be submitted anonymously, but the School’s ability to investigate and address may be limited if a complaint is submitted anonymously.